

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: ADMINISTRATIVE COORDINATOR I/II - HCRC

LOCATION: SAN FRANCISCO, CA

JOB REQUISITION: 003007

OVERVIEW

The Habeas Corpus Resource Center (HCRC) in San Francisco, that provides legal representation to death row prisoners, has an opening for an administrative coordinator.

Under the supervision of the Supervising Administrative Coordinator, the administrative coordinator will coordinate technical, specialized legal administrative and training support work and provide lead direction to assigned staff.

RESPONSIBILITIES

- Coordinates administrative processes and program operations, following procedural guidelines.

- Identifies operational problems, considers alternatives, and recommends solutions.

- Processes trial and appellate records; reviews data collected for completeness and appropriateness and enters data into a spreadsheet or database; generates standard and ad hoc reports for use by HCRC attorneys and managers.

- Reviews and codes invoices prior to payment and reviews employee travel expense claims for proper completion.

- Reviews financial and/or statistical information for accuracy and reasonableness; uses standard financial and statistical software packages to perform calculations and numerical comparisons and generate reports, graphs, and charts.

- Arranges for meetings, conferences, and programs (on- and off-site), including hotel, catering, room setup, audiovisual services, staff support, security, and local transportation; researches, recommends, negotiates, and prepares contracts for various services.

- Performs the full range of administrative duties in support of a particular function, such as recruitment or budget preparation.

The incumbent must be available to work overtime and on weekends and holidays, and may be required to travel as necessary.

QUALIFICATIONS

HCRC Administrative Coordinator I: Equivalent to an associate degree, preferably with major course work in administration or business, and one year of experience performing legal administrative support work or two years performing administrative support work in a non-legal setting.

HCRC Administrative Coordinator II: Equivalent to an associate degree, preferably with major course work in administration or business, and two years of experience performing legal administrative support work or three years performing administrative support work in a non-legal setting.

At both levels, additional directly related experience may be substituted for the education on a year-for-year basis; additional directly related college-level education may be substituted for the experience on a year-for-year basis.

DESIRABLE QUALIFICATIONS

Familiarity with WORD, iManage document management system, Access databases, and Excel spreadsheets. Strong communication skills and organizational skills.

HOW TO APPLY

Please refer to Job # 3007 in all communications, including your application. Our official application must be completed thoroughly in order to be considered. This position also requires completion of a supplemental questionnaire that is attached. The position will remain open until filled. For earliest consideration, please apply by July 10, 2007.

To apply online <http://www.courtinfo.ca.gov/careers/>

OR

To request a printed application, please visit:

Administrative Office of the Courts
Human Resources Division
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102
(415) 865-4272 Telecommunications Device for the Deaf

The recruitment process is lengthy. Every application is reviewed in its entirety. Candidates whose qualifications best meet the needs of HCRC will be contacted to participate in the interview process. All applicants will be notified when the recruitment has been closed. Due to the volume of applications received, we request that applicants refrain from contacting HCRC regarding hiring status.

PAY & BENEFITS

Salary Range - Administrative Coordinator I - \$4,149 - \$5,045
Administrative Coordinator II - \$4,565 - \$5,549

Some highlights of our benefits package include:

- . Health/Dental/Vision benefits program
- . 13 paid holidays per calendar year
- . Choice of Annual Leave or Sick/Vacation Leave
- . 1 personal holiday per year
- . \$110 transit pass subsidy per month
- . CalPers Retirement Plan
- . 401(k) and 457 deferred compensation plans
- . Employee Assistance Program
- . Basic Life and AD&D Insurance
- . FlexElect Program
- . Long Term Care Program (employee paid/optional)
- . Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.

Supplemental Questionnaire
for
ADMINISTRATIVE COORDINATOR I/II - HCRC
Job Req #003007

This supplemental form is intended to provide more detailed information about your work experience, background, and skills. Your answers to the following questions will allow us to better assess your qualifications. You may use additional pages for your answers if necessary.

Please return your completed supplemental questionnaire with your application materials.

1. Why do you want to work for the Habeas Corpus Resource Center?
2. Please describe your experience providing legal administrative support or organizing and coordinating administrative support for programs and/or projects. Please list the employer where you performed those duties.
3. Please describe any experience you have that clearly demonstrates your role and duties in creating and maintaining databases. List the size and complexity of the database.
4. Please describe your experience in coordinating large events or trainings. Please describe whether these events were on or outside the worksite, the number of attendees and your role in the coordination.
5. If you have had public sector experience, briefly describe the type and level of contact you have had with elected and appointed officials. If you have private sector experience, briefly describe what level of executives you have worked with from outside of the company. In either case, describe your responsibilities in dealing with these individuals.
6. Are you experienced in performing advanced word processing functions such as tables and mail merge? If so, briefly describe your experience.
7. Please indicate your level of proficiency with Introspect 4.5 as "Beginner", "Intermediate", "Advanced" or "None".
8. Please indicate your level of proficiency with Interwoven Desksite (iManage) 8.0 as "Beginner", "Intermediate", "Advanced" or "None".
9. Please describe your level of proficiency with Microsoft Access as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
10. Please indicate your level of proficiency with Microsoft Excel as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
11. Please describe your level of proficiency with Microsoft Outlook as "Beginner", "Intermediate", "Advanced" or "None".
12. Please indicate your level of proficiency with Microsoft Word as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.
13. Please indicate your level of proficiency with Microsoft Word Mail Merge as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.

14. Please indicate your level of proficiency with Microsoft Word Tables as "Beginner", "Intermediate", "Advanced" or "None" and describe previous projects.

15. Do you have experience with other relevant software? Please specify.

16. Do you type at a rate of 55 wpm or more? Please Specify:

If you have recent certification of your typing speed (perhaps from a school or employment agency), please attach a copy of it to this document. Such certification is not required.